

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-194 **Issue Date:** 11-04-14 **Closing Date:** 11-12-14
(Change close date due to extended holiday)

Community Program Health Aide II
Area Agency on Aging/Family Caregiver Support Program
Department of Human Services
Hourly Wage: \$11.98/Regular/Full-Time

The employee is responsible for seeking out and assisting unpaid family or other informal caregivers who are caring for adults 18 and older. Provide information, support and assistance to unpaid caregivers to find local resources/services. Help support the unpaid caregiver by locating support groups, locating training on specific caregiving topics, linking the unpaid caregiver with appropriate services. This position requires conducting home visits, routine telephone contact, using a computer to complete TCARE screenings. Network with local social service organizations and provide program information.

Knowledge, Skills and Abilities:

- Knowledge of or ability to learn about cultural, traditional and home styles of clientele served in the service area.
- Ability to establish and maintain effective interpersonal relationships with Tribal, City and County officials, at all organizational levels and with the public.
- Ability to communicate effectively both orally and in writing with clients and professionals in the field of aging and long term care.
- Ability to be organized and work in a team environment.
- Ability to work with a variety of clientele and diverse populations.
- Ability to use personal and laptop computers, telephone, copy and fax machines and calculator.
- Ability to use computer software programs such as Microsoft Word, Publisher, Power Point, and Excel.
- Ability to adhere to confidentiality requirements of client records which includes state, federal and tribal confidentiality policies.
- Ability to deal constructively with both positive and negative reactions and situations.
- Ability to conduct home visits.

General Recruiting Indicators:

- Minimum of a High School Diploma with work experience or education in health or social services and at least one year experience working with elderly and/or disabled adults OR any experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess or have the ability to obtain a valid Washington State Driver's License and Tribal driving permit.
- Must submit a driving abstract for the past 5 years at time of application.
- Must have the ability to travel within Washington State to attend required training as needed.
- Required to complete a DSHS Background Inquiry Authorization (DSHS-09-653). Appointment to position is subject to the results of the background inquiry.
- Bilingual English/Spanish is preferred for this position to assure access to limited-English speaking or culturally isolated client populations.